**BUS 325 – Organizational Behavior**

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| **Professor:** | Erv Ziese |
| **Office:** | CPS 338A |
| **Office Hours:** | Posted and by appointment |
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**Course Description**: Organizational Behavior. Behavioral approach to management concentrating on the individual in the work place in dealing with power, authority, rules, status, norms, leadership, motivation, communication, group processes and conflict management.

**Course Prerequisites**: Students in this course must be majors in Business Administration, Accounting, Business Economics or minors in Business Administration.

**Materials Required**:

Organizational Behavior: Emerging Knowledge,Reality, 8th ed., McShane & Von Glinow

**Class Organization**: Various activities intended to assist you in understanding the material or to otherwise aid you in your career will occur throughout the term. Handouts will be distributed through Canvas. Exams will be online in Canvas.

**Class Outlook:** This class is intended to prepare you for the business world. Accordingly, you will be treated similar to the way employees are treated in business. As in any business meeting, you will be expected to attend, be on time, respond to questions, ask questions, etc. As in the best businesses, you will be expected to be polite to your colleagues, and to me. I will return the favor by being polite to you, and expect the same of your classmates. People in this class may disagree, but any disagreements are professional, not personal. As in any business some things you do count for you, while other things will not count for you if you do them, but will count against you if you do not do them. This philosophy will be reflected in this class.

**E-Mail & Canvas:** Students are expected to check their campus e-mail account and to log into D2L on a regular basis.

**ADA Statement:** If you feel you may need an accommodation or special services for this class, please see me or call the service at 346-3365.

**Academic Misconduct:** Any student caught cheating or assisting another student to cheat or allowing another student to cheat will be removed from the class and will fail. Academic Misconduct is defined as violating provisions of Chapter UWSP 14, Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code. <http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>

**Course Requirements**: If you have any concerns about completing the course requirements, or about anything else, you are encouraged to stop by my office. There will be **725** points available, distributed among the requirements as follows:

• **Multiple Choice Quizzes and Exams**  There are quizzes after each Chapter and some cumulative questions at the end of each segment. These will be open for several days. Each of them must be completed in 1 timed sitting. In order to advance from 1 segment/Assignment to the next these will have to be completed in order.

• **Final Exam**: The final exam will be a 40 point take home written portion. It is cumulative.

Several UWSP departments and programs, including the School of Business & Economics, sponsor **Smiley Professional Events** (or **Pro Events**).

Pro Events connect you to:

* *Campus* (e.g., academic coaching, student clubs);
* *Community* (e.g., Rotary, Business Council): and
* *Careers* (e.g., internships, networking).

As an SBE student, you will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.

Visit the Pro Events web site (**proevents.uwsp.edu**) for announcements of upcoming events. You can also follow us on social media. Facebook: [UWSP School of Business & Economics](about:blank)

Twitter: [@UWSPBusiness](about:blank)

For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of **Oct. 23**; a second event must be before the end-of-semester cut-off (**Dec. 11**). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Attendance at each event will count for \_**5**\_\_ points towards your final grade.

As we continue Pro Events during COVID, there will be a variety of ways to earn your credits:

* Attend virtual (Zoom) events in real time; receive attendance credit directly by signing in with your Point card.
* Watch recordings of past events; receive attendance credit after you submit report via Anderson Center Canvas page.
* Attend occasional live events on campus; receive attendance credit directly.
* Attend off-campus live events; take Events Attendance form and obtain signature.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the SBE, such as Career Services events. If you have a question about Pro Events attendance, please email [proevents@uwsp.edu](about:blank) .

If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations.

After the mid-semester cut-off and the end of this semester’s events, I will receive reports confirming your attendance. You do not need to do anything else.

Hint: if you are having trouble finding events that fit your schedule, check out the “Create Your Own Event” option ([https://www.uwsp.edu/busecon/Pages/Events/create.aspx](about:blank) ). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During “Kickstart Your Career,” there’s the special “Lunch with a Leader” program that allows you to set up a lunch with a local business expert to learn more about their industry, company and profession. Normally, the Anderson Center pays the cost of lunch for SBE students and their guests; during this COVID era, the lunches will be “virtual” (Zoom).

***Outside Readings*:** A key part of your learning will be how you apply and integrate the key concepts from this class into your everyday professional and personal life. To facilitate this process you will need to locate 1 article from newspapers such as The Wall Street Journal or magazines such as Business Week, or trade journals relevant to your professional discipline. Write a 1-2 page executive summary on how this article integrates the key concepts we have discussed in class. **You must provide me with either a copy of the article or an internet link to the site where you found the article.  Failure to provide this information will result in the loss of at least 5 points for the assignment.** (Note: If you decide to do an article for extra credit, you must use a different source.)

***Field Interviews/Team Project*:** To gain some insight into how organizational principles are applied in businesses and other fields, you will be divided into groups that will decide on a group project.  One option is to interview two professionals to see how they function within their organization and how others in their competitive environment conduct their activities. **The group project and presentation will be part of the required class activities.**  The paper for the project should be 6-9 double spaced pages.

Papers should discuss how the theories and concepts discussed in class are integrated into this professional’s day-to day responsibilities, the nature of their competitive environment, or other pertinent information.  The paper should focus on your perspective on how the professional’s comments and/or approach to management can be integrated into the theories and concepts we have discussed in class.  Other projects with similar deliverables may be arranged with instructor approval.  This project will be worth **60 points**.  Details of the project will be provided in class.

If you do an individual project the paper should be 3-5 pages double spaced and follow the same ideas as listed above.

Key Dates:

**Due October 2, 2020:** Hand in the information regarding your team’s project.  For the field interview turn in the manager’s name, and company with a list of tentative topics, and questions.  I will review these and add comments and suggestions based on the manager’s field/your project proposal.   For doing a poll, turn in your premises, some tentative questions and your methodology.

**Due November 11, 2020**: Final Group Project Paper. Presentation to Class to follow.

**Presentations**: Zoom Presentations of the Group Project should be done between November 16 and November 25.

Zoom presentations will be posted for peer review between December 2 and December 10.

**Note: Presenters are expected to dress in a professional manner. Failure to wear clothing that meets the standards of business casual will result in a lower grade for that presenter.**

**Grading:** Grades will be distributed on a traditional scale (A,A-> 90, B+,B,B- > 80…) with the possibility of adjustments in your favor if deemed appropriate by the professor. If grades are adjusted from the traditional scale, you should expect 15-20% of the class to get an A of some sort, and 40-50% to get a B of some sort. This will be constrained by the following simple rule: If you earn less than 50% or the available points, you should not expect to receive a passing grade. Grading will be based on a total score of **725**  points.

**Note:  Unless an extension is given all work turned in after the last regular day of class will receive the same score    ZERO**

**Grading:** Grades are based on a variety of assessment sources:

1. **On-line Quizzes and Exams (380 points)**
2. **Take Home Written Exam (40 points)**
3. **Outside Reading Reports (25 points each)**
4. **Field Interview/Project (60 points)**
   1. **40 points for paper**
   2. **10 pts Student Evaluations**
   3. **10 pts professor**

**Class Participation (130 points)** Points will be awarded as follows

**40** **points** for peer assessment of field interview/project group

40 **points** for participation of discussion questions

**50 points** at instructor’s judgement and discretion

**Note: I will review participation points and may adjust them if there is non-participation**

**30 points for presentation evaluation (6 x 5 each) FYI: Points will depend on number of groups created**

**10 points SBE Event (2 X 5 points each)**

**10 points Drucker self assessment**

**10 points D2L Materials to be assigned**

**30 points Networking Events (Oct 12 & Oct 21)**

**Extra Credit (You may earn up to 40 points You may sign up for a maximum of 50 points)**

1. **Additional Journal Article Write-up (20 points)**
2. **Article from Taking Sides (20 points)       “Taking Sides-Clashing Views on Controversial Issues in Management” is available at the Library on a 7-day loan.**
3. **Community Involvement project and write-up 20 points—requires prior approval.**
4. **Write-ups of SBE event (2 @ 10 points each, 20 points)**
5. **Individual project 20-30 points—requires prior approval.**

**Note:**

**In order to be eligible for extra credit you must meet the following criteria:**

**1.)  Complete the required write-up.**

**2.) Participate in the on-line discussion on a regular basis.**

**3.) Complete 90% of the quizzes and exams.**

**All of the above criteria may be waived by the instructor.**

**Tentative Schedule**

**Subject to revision with very little notice.**

**Segment 1**: Review Syllabus

Human behavior in organizational settings

Chapters 1-6

**Segment 2**: The interface between human behavior and the organization

Chapters 7-12

**Segment 3**: The nature, structure and operation of organizations

Chapters 13-15

**Questions concerning grades should be brought to me as soon as possible after the end of the semester because exams, answers sheets, etc. will be thrown away four weeks after the beginning of the next semester.**

**Note: any item on this syllabus is subject to change at my discretion with appropriate notification of the class.**